USER MANUAL

315 La Trobe Street, Melbourne

Introduction

Congratulations on your new home/investment!

We would like to welcome you to your new Apartment, designed by Rothe Lowman Architects and constructed by Hutchinson Builders. The Carlson Apartments is a 35 storey contemporary building containing 149 Apartments and 1 Retail Tenancy situated in this wonderful inner city location.

All Apartments have been designed and built to the highest standards and afford all occupants unique open plan living with quality fittings and finishes and further complemented with stylish amenities for its residents to enjoy.

This User Manual has been prepared as a means of providing the information required by an owner or occupant of the Carlson Apartments at 315 La Trobe Street, Melbourne and its associated Owners Corporation. This Manual is intended for use in conjunction with the Operation and Maintenance Manual which can be found online at www.thecarlsonapartments.com.au.

The online Operation and Maintenance Manual (OMM) will contain this User Manual together with other important information regarding the operation, maintenance & safety of the building including:

1. Warranties
2. User Instructions
3. Service Provider Information
4. Owners Corporation Rules
5. Emergency Evacuation Plans
6. Cleaning & Maintenance
7. Intercom Instructions
8. Bin Chute Instructions

We recommend that you familiarise yourself with this user manual to ensure the safe and enjoyable operation of your apartment.

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General

Prior to occupying your apartment please read and familiarise yourself with all Manuals and Product Information provided. Due Care must be taken to preserve each Manufacturer's Instructions and Warranties.

Emergency Contact Numbers

POLICE, FIRE BRIGADE & AMBULANCE DIAL 000

Emergencies may be major or minor emergency incidents. In the event police, fire or ambulance are contacted and attend site, residents are to listen to and take instruction from emergency personnel and / or building management to ensure the safety of all residents.

Management Contact Numbers

Select OwnersCorp Management is the selected Owners Corporation Manager and is responsible for the day to day running and upkeep of the Building's Common Areas. These include the ground floor lobby, mail room and bin areas, level 1 bicycle store, upper floor lift lobbies and the level 19 lounge and terrace.

The Owners Corporation will directly engage a Building Manager to be present on site Monday to Friday to undertake the following common area duties.

These will include:

- Cleaning
- Rubbish collection
- On-going maintenance
- Move-in, move out procedures
- Common area defects
- Building Security

All residents should contact Bayside Contracting (Building Manager) as noted below. Refer also to the separate heading "Owners Corporation" and "Owners Corporation Rules".

SELECT OWNERSCORP MANAGEMENT	BAYSIDE CONTRACTING
Amy Mellington (03) 9862 3734 amym@selectocm.com.au	Mandeep Wander 0498 031 681 thecarlsonbm@gmail.com

Important Information

Emergency Evacuation

In the lift lobby on each floor you will find an Emergency Evacuation Plan and Procedure. Please ensure you familiarise yourself with this plan when moving into your apartment. Please see attached to this manual a typical Emergency Evacuation Plan.

Bicycle Store Precautions

When using the Bicycle Store on Level 1 ensure that bicycles are secured as the Owners Corporation will not be held responsible for property that is stolen from common areas. Bicycles must not be stored within apartments or lift lobbies.

Common Area Maintenance Reporting

Please complete the Common Area Maintenance Request Form (refer attached) and email it to thecarlsonbm@gmail.com. Once received, the Building Manager will contact you to make further arrangements. Alternatively, contact the Building Manager on 0498 031 681 or email thecarlsonbm@gmail.com.

Apartment Maintenance Reporting

Any Defects occurring within your Apartment are to be referred to Hutchinson Builders, contact Josh Feros (Defects Manager). Please use the attached Apartment Maintenance Request Form and email it to jferos@hutchinsonbuilders.com.au including any photos that may assist. Upon receipt, Hutchinson Builders will contact you to arrange for an inspection and any subsequent works that may be required.

Please note it is not the responsibility of the Building Manager or the Owners Corporation to be included in Apartment maintenance.

A Maintenance Period (Defects Period) of twelve (12) months applies from the date of your Settlement.

Fire & Emergency Systems

Fire Monitoring & System

- The Fire System at 315 La Trobe Street, Melbourne is externally monitored. The Common Areas and each Residential Level are fitted with an automatic sprinkler system, and smoke and thermal detectors are fitted throughout the entire building. If there is a fire alarm, the Metropolitan Fire Brigade (MFB) will be automatically called.

- In the unlikely event of an emergency, residents will hear an occupancy warning alarm or announcements through the EWIS speakers on each level and must immediately exit the building via the fire stair or the lifts. (The lifts are specifically designed to prioritise the affected floor level during a fire and will exit passengers to the ground floor).

- The MFB will attend the Building to check the building is safe before notifying residents to return to their apartments.

- Fire Extinguishers are located on each level in the Bin Room. The specific location will be indicated in the Emergency Evacuation Plan also located on each level.

- False Alarm call outs are charged to the resident identified as being responsible in the event the MFB charges the Owners Corporation for the callout. Currently, MFB callouts incur a fee of approximately $1500 (current for 2015).

Avoiding False Alarms

To assist residents in avoiding such occurrences the following situations are known to cause the smoke alarms to be triggered.

- Smoking in common areas, corridors, floor landings, lifts, stairwells etc. (Note Smoking is prohibited in these areas)

- Excess smoke including cooking smoke entering the lobby from apartments eg: smoking, burning toast or other food (in non-dangerous situations please open your window and allow the smoke to escape). Ensure your overhead cooking range hood is turned on.

- Excess heat/steam entering the lobby's from an apartment e.g.: when the apartment front door remains open during the steam cleaning of carpets.

What is an Emergency?

An emergency may include any of the following:

- Fire
- Fatality
- Serious injury/assault
- Firearms/weapons
- Chemical Spill/ Threat
- Bomb threat

This plan is intended to be flexible and covers minor emergencies (which may be managed by the residents), through to major emergencies which will be managed by the appropriate Emergency Services.

An EWIS alarm system, connected to an automatic fire sprinkler system is linked to the Metropolitan Fire Brigade (MFB). Maintenance contractors also carry out preventative maintenance and repairs on these Systems.

The continuous siren and / or an announcement through the EWIS speakers on each level will indicate an Emergency Situation.

The MFB only has access keys to the common property. MFB personnel will not enter apartments unless authorised or in the event of an Emergency Situation.

Identifying the Risks

The risks are those associated with high density residential buildings.

There are a number of fire extinguishers located in the building and these are clearly marked on the Emergency Evacuation Plans located in all lift lobbies.

The Owner's Corporation Manager and its contractors will regularly inspect the Common Property for potential hazards. Remember that the Fire Stair must remain clear at all times. Trip hazards in the stairwell can threaten the safety of residents in the building in an emergency situation.

Emergency Coordination

In the event of an emergency, listen for the following audible notifications to know when to evacuate:

- "Beep, Beep, Beep" - Wait in your apartment, but prepare to evacuate.
- "Whoop, Whoop, Whoop" - Evacuate the building.
- Voice Prompts

During an evacuation, you may have the option of using the lifts to evacuate. Should there be a fire on your apartment level or the level directly below you, the electronic sign adjacent to the lift call button will read “Lift Available for Use.” Please use either the lift or the stairwell to evacuate. The use of the stairs for evacuation is strongly encouraged even if the lifts are operational on your floor.

All residences on the remaining floors will need to evacuate via the stair as the lifts will be unavailable. The electronic sign adjacent to the lift call button will read “Lift Not Available for Use.”

Evacuation speakers are located throughout the building, including one speaker in every apartment bedroom.

Standard Fire Orders

- Assist any person in immediate danger – only if safe to do so.
- Close door on room of fire.
- Call the Fire Brigade on 000.
- You can enter the fire stair on any level. Ensure the doors are closed behind you.
- You cannot re-enter any floor or apartment once the evacuation is in progress. Evacuate to assembly area designated on the Emergency Evacuation Plan. Remain at the assembly area and ensure everybody from your apartment is accounted for.
- Return only to the building once instructed to do so by the MFB Officer.

Awareness

- All residents should make themselves familiar with the location of Exit and Fire Stair doors and Fire Equipment.
- Each resident should purchase a Fire Blanket and Portable Fire Extinguisher to have readily available within their own apartment.

Post Emergency

Residents should report any damage to the Building Manager.

The Building Manager will arrange for all Emergency Systems to be examined and tested on a periodic basis. Any private Contents Insurance matters should be referred immediately to your own Insurer for their action.

Move-in and Move-out Guidelines

Upon confirmation of your settlement date, YOU MUST contact the Building Manager on 0498 031 681 to arrange a booking time for moving in.

As there are many people & contractors to provide access to in a short space of time, the following time slots are allocated i.e. 8am – 12noon, and 12.00 noon - 4.00 pm Monday to Friday. You will not be permitted to move in over the weekends or on Public Holidays.

You will not be permitted to move any items into your tenancy unless a booking has been made and the indemnity form completed (refer attached sample).

The provided Lift Protection must be installed to the lift.

Please inform your removalist of the parking restrictions that apply within the area as the Owners Corporation will not take responsibility for any fines incurred for illegally parking whilst moving in or out of your property.

The Building Manager will nominate the Lift that will be made available to move in or out of your Apartment.

Internal Lift Dimensions are: 1350mm (W) x 2070mm (D) x 2650mm (H)

- YOU MUST advise the Building Manager of the name of the removalist delivering your goods. The Building Manager will explain access details and arrange an allotted time slot.

- YOUR REMOVALIST MUST provide the Building Manager with a copy of their Public Liability Insurance Policy. If your removalist does not provide their insurance details to the Building Manager, they will not be allowed on site and you will not be able to move your furniture into the apartment. This is a Public Liability risk issue and insurance is required to protect all Owners and Common Property.

- An Indemnity Form MUST be signed by the removalist or the resident. Should either party refuse to sign the Indemnity Form, they will not be allowed to enter the premises. A copy is attached at the back of this manual for your convenience.

- Furniture or goods must not be stacked or placed against the lift doors, in the main entry foyer, in any common areas or against walls or columns.

- After the completion of your move the Building Manager will inspect the lift, foyers and common areas for any damage, which will be noted on the Form of Indemnity.

- The lift, entry foyer, corridors, including carpets and walls must be left in a clean and tidy condition after works are complete. The resident will be held responsible for the cleanliness of common areas, damage to lift walls, corridor walls, carpets, doors, etc. An account will be rendered to the resident for any repairs or additional cleaning that may be required.

- Care must be taken to ensure that any fire sprinkler head, thermal detectors and light fittings are not struck or damaged during the moving procedure. A resulting alarm and call out charge will be issued to the responsible party.

- The resident must ensure that all cartons and packing crates are promptly removed from the building during the move period. Dumping of cartons, crates or unwanted furnishing is strictly prohibited on or in any part of the building or common property. Any offenders will be ordered to remove their debris from the property by the Building Manager.

We will make every effort to ensure that everybody's needs are met and residents can move into the building conveniently and quickly. The above guidelines are for the benefit of all to ensure that no damage occurs to areas of Common Property.

Connecting Your Services

To assist in setting up the required accounts with service providers, we refer you to the below contact list as reference for providers available in the Melbourne CBD area.

Item	Service / Authority	Contact	Telephone
Telephone	NBNCo	Services	1800 687 626
Water & Sewer	City West Water	New Connections	13 16 91
Electricity	OC Energy	Connections	1300 587 623

NBN / Internet Connection / Telephone

Please refer to the online OMM & User Guide from NBNCo. There is an NBN network operating in the building. All you need to know regarding getting your NBN connected is contained within the "Getting Connected" document on-line. Each occupant will be separately billed for their NBN usage.

Electricity

Please refer to the online OMM User Guide from OC Energy. OC Energy have been appointed by the Owners Corporation to provide electricity supply to the Apartments and Common Areas at discounted tariff rates. All you need to know regarding electricity connection is contained within the 'Getting Connected' document online. Each occupant will be separately billed for their electricity usage.

Gas Connection

Each Apartment Gas Cooktop is connected via the Owners Corporation gas supply.

Billing of the gas usage will be provided on the Owners Corporation Accounts. It is not a requirement for residents to directly contact the gas supplier.

General

All Residents if required by the Utilities Companies must be available to provide access to their Meter or Apartment. Provision of access is not the responsibility of the Building Manager or Owners Corporation.

Building Facilities

Access to Building

The Main Entrance is located thru the Entry Lobby off La Trobe Street. All day to day access including bicycle storage will occur from this Main Entrance.

Each Apartment is provided with:

2 x Apartment door keys
1 x Set of sliding window & sliding door keys
2 x FOB's to Entry, Level 1 Bicycle Stores & Mail Room
2 x Letterbox keys

Additional keys can be purchased via the Building Manager. Refer Order Form attached.

Level 19 Lounge/ Terrace

The Level 19 Lounge and Terrace area (Events Area) is for the use by all residents and must be left in a clean and tidy condition at all times. All rubbish and waste is to be disposed of in the correct manner and all areas wiped clean prior to vacating the area. The gas fireplace and air conditioning must be switched off after use.

Ornaments & artwork are to be respected and not to be removed. Note the Terrace & Lounge are constantly monitored by CCTV.

It is a requirement that the Events Area be booked for formal functions through the Building Manager, for which a fee may be charged as determined by the Owners Corporation from time to time. All visitors to the Events Area are to be accompanied by a resident at all times. Children under the age of 12 are to be under Adult Supervision at all times.

Mail Deliveries

All Apartments have a mailbox that is clearly labelled with the apartment number within the mail room inside the entry lobby. The mailboxes are individually keyed. The Owners Corporation do not hold keys to your mailbox, therefore if you lose your keys, you will need to arrange for a locksmith to open your mailbox and reissue you with new keys. Australia Post will be provided with a security fob to gain access to the mail room in order to deliver your mail. Please ensure junk mail is collected and removed from your mail box on a regular basis to keep it clean and tidy for all residents.

The Owners Corporation asks that you do not place junk mail in the Owners Corporation letterbox and ensure any mail not designated to your apartment is posted back to Australia Post as "return to sender"

Security of Occupants

Maintaining security is the shared responsibility of all residents of The Carlson Apartments. It is therefore essential that extra care be taken when entering or exiting the building. Please ensure that no one unknown to you is permitted free entry into the building at the same time as you.

- Please notify the Building Manager immediately should a FOB be lost or stolen
- Please ensure your balcony doors and apartment windows & doors are kept locked at all times, particularly when your apartment is unoccupied
- Ensure all bicycles are locked up securely on the bicycle racks provided on Level 1

CCTV Security Cameras

Please note that the building is under constant video surveillance (CCTV) and all cameras are recording on behalf of the Owners Corporation. Cameras are located at:

- Ground Floor Entry
- Ground Floor Lobby
- Flanigans Lane
- Level 1 Bicycle Store
- Level 19 Events Area

Note: Cameras are not located in Lifts or Level 1-34 lift lobbies.

Lifts

Please do not hold the lift doors open after they start to “beep”. If this occurs, let the doors close naturally then open them again. Holding them open after they start the cautionary beep only creates a safety risk, damages the lift software and can cause lift failure or malfunction along with inconvenience to you and others.

If the lift becomes stuck:

- Don’t panic
- Try pushing the “open <>” button to see if the doors will open
- Try pushing the “G” button for the ground floor
- If both of these fail, press the “bell” button for at least 5 seconds. An operator will speak with you and organise a technician to come and free the lift doors.

Intercom

The Intercom at the Main Entry is located on the left hand side of the main entry door. To activate the Intercom simply type in the apartment number of the apartment you want to call, the intercom will then automatically call the apartment you've selected. The occupant can then allow you access into the building and at the same time will call the lift to the ground floor. Once inside the lift, simply press the required floor number, which will provide access to that apartment floor only.

To provide access to any visitor at the main entry, wait for them to call your apartment using the process above, and then pick up the hand set in your apartment and press the top button. Pressing this button will automatically open the main entry door and send a lift to the ground floor. The lift will then access your apartment floor only.

Please note there is a time out period on the access to lifts and therefore visitors should be asked to immediately proceed through the Main Entry door to the lifts and then choose the floor number for access.

If the time out activates, visitors will need to call through again from the Main Entry Intercom.

Balconies and External Windows

When using your balcony or external windows please consider the comfort of those below. Please adhere to the following:

- During periods of high winds and on departing your apartment, ensure all doors and windows are tightly closed and locked.
- To minimise the likelihood of risk and damage to surrounding people or property during periods of high winds, all loose items should be removed from balconies.
- Cigarette butts must not be discarded over the balcony or left in ashtrays on your balcony, as wind will carry them through to adjoining apartments.
- When cleaning or watering plants, take care to avoid excess water flowing over the edge onto apartments below.
- Please keep your balconies tidy.
- Alterations to balconies are not permitted. In accordance with the Owners Corporation rules, any maintenance or building works may only be undertaken upon written approval from the Owners Corporation.

Smoking

- The Carlson Apartments is a non-smoking building. This means that smoking is not permitted in or on any part of the Common Property of the building at any time.
- Smoke in the building may result in the fire alarm and or sprinklers being activated, and the attendance of the Metropolitan Fire Brigade.
- A false alarm callout incurs a fee of approximately $1,500 (current for 2015) which will be invoiced directly to the resident identified as being responsible.

Rubbish Disposal

Please ensure your rubbish is placed in properly sealed plastic bags prior to placing in the designated bin chute on your level. Ensure no spillage or odours escape.

Do not leave rubbish in bags outside your apartment door, balconies, lift lobbies or bin chute areas.

Recyclables i.e. Bottles, plastics and newspapers are to be placed in the appropriate bin room at Ground Level or as otherwise directed by the Building Manager.

Rubbish bins are taken out for collection & emptied regularly by the Building Manager and Owners Corporation Contractor.

All cardboard boxes and packaging must be broken down and neatly packed in the appropriate recycling bin, in the Bin Room at Ground Level.

Recycling

Please recycle responsibly. Waste Management contractors DO NOT take contaminated recycling bins. Should you require assistance in identifying items to be placed in the recycle bins, please see the Building Manager for assistance. At no time is the storage of cardboard and the like permitted within the lobbies or other common areas.

Cleanliness in Public Areas

The Owners Corporation employs a Building Manager to organise and undertake the cleaning and maintenance of the Common areas. Residents are asked to help minimise rubbish in Common Areas and damage to walls & floors. Please notify the Building Manager directly on 0498 031 681 of any damage or mess requiring attention.

Bicycle Stores

Bicycle Stores are provided on Level 1. It is the Residents responsibility to provide their own padlock and chain to secure their bicycle. The Owners Corporation will not be responsible for any loss or damage to Bicycles stored in the Bicycle Store Area.

Bicycles must be carefully brought through the Ground Floor Entry Level and up the Lift to the Level 1 Bicycle Store. Residents must ensure their bikes are clean and free from mud, grease and debris when bringing their bicycles through the Building. Residents must also ensure no damage occurs to floors, walls, doors and lift interiors when transporting their bicycles within the Building. Residents will be charged for any resulting damage. Bicycles must not be stored in any other areas of the Building.

Apartment Facilities

Laundry Use

Ensure doors of enclosed laundries are open when using either the Washing Machine or Dryer. Ensure fans to Bathroom/Laundry are operating and exhaust filters to bathrooms and laundries are cleaned regularly.

Note all fans to bathrooms and laundries are on a timer set with a run on time. When switched off the fan will automatically remain operating for 10mins. This will help to remove any steam and condensation from the bathroom/ laundry zone.

Washing machines are to be connected by a qualified person thus ensuring connections and washers are correctly fastened to the taps supplied. Failure to do so may result in water leakage, which may cause serious damage to your flooring and adjacent apartments.

If steam and condensation is still present, it is suggested you open an external window and continue running the fan until all steam/ condensation has been removed.

Air-conditioning

All Air Conditioning unit filters are to be cleaned on a regular basis and are the responsibility of the apartment owner/ occupant. Refer to the online OMM for manufacturer's warranty / instruction for operation and care instructions. Also refer Owner Corporation Rules for further information on the VRV system servicing Apartments from Levels 1-10.

Appliances

Please ensure all protection and packaging has been removed from all Appliances prior to operation for the first time. Refer to the online OMM for manufacturer's warranty / instruction for operation and care instructions.

Window Furnishing Colours

The Owners Corporation Rules (see attached) require that all window furnishings including curtains & blinds are of a dark colour when viewed from the outside of the Building. No applied frosting or decals are permitted to be installed to the external glazing. Permitted blinds are:

SUPPLIER	CONTACT DETAILS	MAKE/ COLOUR
Innovation Services Australia Pty. Ltd.	316 Auburn Road, Hawthorn VIC 3122 Ph: 9813 4626 Email: sales@innovationservices.com.au	Calias Translucent Colour: Steel

Hot Water Service

Your apartment is fitted with an instantaneous electric hot water unit which is positioned in your laundry zone. Your hot water unit has been pre-set to supply hot water at 50 degrees Celsius. Please refer to the online OMM for further warranty and user instructions.

Smoke Detectors

Each apartment is fitted with hard wired smoke detectors to meet the current building codes. Batteries are replaceable and are required to be checked by the resident every 12 Months. Do not open your apartment front door to allow smoke/steam to escape into the lift lobbies.

Fire Sprinklers

Each Apartment is fitted with individual sprinkler heads to meet the current building codes. In the event of a fire near a sprinkler head, heat generated by the fire will cause the sprinkler to activate. If a sprinkler is activated, a fire alarm bell and evacuation siren will operate and the MFB will be automatically called to the building.

Service Access Panels

In each apartment bathroom there are ceiling access panels which provide access to:

- Air-conditioning units and filters
- Exhaust fans for bathroom and laundry areas.

Fridge Size Openings

Where integrated fridges have not been provided, the fridge enclosure dimensions are **635 (W) x 650 (D) x 1680 (H).** Please ensure you review these dimensions prior to purchasing your fridge. You must also allow for the manufactured clearance tolerances.

We recommend the following fridge type:

- Fisher & Paykel Compact Fridge/Freezer 248 Litre 525 (W) x 575 (D) x 1595 (H).

Floor Wastes

Please ensure floor wastes are fully charged with water. If your apartment is left unoccupied for extended periods, the floor waste may dry up and you may notice a putrid smell.

To rectify any odour, pour 1-2 litres of water into the floor waste and have the exhaust fan run for a minimum period of 15mins.

Finishes Schedule:

ITEM	GENERAL LOCATION	SUPPLIER	DESCRIPTION
Glazing	External Glazing	Austech Facades (03) 9642 3886	Blue / Neutral Tint
Carpet	Lobby's – Typical	Rugs Carpets & Design (03) 9428 6223	Bentzon Savanna 3120
Carpet	Bedrooms – Typical	Rugs Carpets & Design (03) 9428 6223	Bentzon Savanna 3113
Tiles	Ground Level – First Floor Lobby & Lifts	Signorino (03) 9427 9100	Oak Patinato Chiaro
Tiles	Bathroom & Laundry Floors and Part Walls	Signorino (03) 9427 9100	Dublin 184-22
Tiles	Bathroom & Laundry Walls	Signorino (03) 9427 9100	White Gloss 300 x 600
Tiles	Ground Level – Feature Wall	Academy Tiles (03) 9429 2544	Mutina Folded Tile #76710 Standard 600x600x8mm
Timber Flooring	Apartments – Living/Dining Area, Level 19 Lounge/Lobby	Royal Oak (03) 9826 3611	American Oak Tongue & Grove French Grey
Joinery	Apartments – Typical	T-Built Pty. Ltd. 0413 810 986	Custom Built
Stone	Apartments – Typical	T-Built Pty. Ltd. 0413 810 986	Custom Built
Splashback	Apartments – Typical	T-Built Pty. Ltd. 0413 810 986	6mm Toughened Smoke Mirror Glass
Paint	Apartment Ceilings	Purple Hills 0414 724 178	Taubmans White – Low Sheen
Paint	Apartment Walls	Purple Hills 0414 724 178	Taubmans Lexicon Quarter Strength Low Sheen
Paint	Apartment Entry Doors & Frames	Purple Hills 0414 724 178	Dulux Timeless Grey – Low Sheen (VOC)
Paint	Lobby Feature Walls	Purple Hills 0414 724 178	Dulux Domino – Low Sheen
Paint	Lobby Walls & Ceilings (General)	Purple Hills 0414 724 178	Dulux Milton Moon – Low Sheen

Fixtures & Fittings Schedule:

ITEM	GENERAL LOCATION	SUPPLIER	DESCRIPTION
Toilet	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Porcher Cygnet BTW Toilet Suite
Shower Rose	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Base Rail Shower Chrome
Shower Mixer	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Mizu Bliss Shower Mixer Chrome
Basin Mixer	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Mizu Bliss Basin Mixer Chrome
Towel Rails	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Milli Edge - Towel Rails Chrome
Robe Hooks	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Milli Edge – Robe Hook Chrome
Toilet Roll Holder	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Milli Edge – Toilet Roll Holder Chrome
Soap Dish	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Milli Edge Soap Rack with Glass Shelf
Basin	Apartment Bathrooms	Reece Plumbing (03) 9429 5800	Caroma 320 Cube Wall Basin
Kitchen Sink	Apartment Kitchens	T-Built Pty. Ltd. 0413 810 986	Custom Built
Sink Mixer	Apartment Bathrooms	Reece (03) 9429 5800	Yeva Sink Mixer Chrome
Shower Screens	Apartment Bathrooms	AJN Glass 0401 071 537	10mm Thick Clear Glass - Toughened
Pendant Light	Apartment Bathrooms	Beacon Lighting (03) 8561 1555	Lucci 240V Globe – Drop Pendant – Black
Track Lighting	Apartment Bathrooms	Darkon Lighting (03) 9419 0000	Directional Track Fitting 3000K Warm White, 9 Watt LED Lamp – Black Finish
Down Lights	Apartment Bathrooms	Darkon Lighting (03) 9419 0000	3000K Warm White, 9 Watt LED Lamp – White Finish
Entry Door Handle	Apartment Entries	LSC Hardware (03) 9329 7222	Novas Collection – Lever #72 Satin Chrome
Robes	Apartment Bedrooms	T-Built Pty. Ltd. 0413 810 986	Custom Built
Blinds	Apartments	Innovation Services Australia Pty. Ltd. 9813 4626	Calias Translucent Colour – Steel

Appliance Schedule

Refer to online OMM for all appliance warranties and user instructions.

Gas Cooktop	
Make	Fisher & Paykel
Model	CG604DWFCX1
Warranty	2 Years
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Dishwasher	
Make	Fisher & Paykel
Model	DD60SDFX7
Warranty	2 Years
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Electric Oven:	
Make	Fisher & Paykel
Model	OB60NDEX2
Warranty	2 Years
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Rangehood:	
Make	Fisher & Paykel
Model	HP60iCSX2
Warranty	2 Years
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Fridge (Option)	
Make	Fisher & Paykel
Model	E249TRW
Warranty	2 Year Warranty
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Washing Machine (Option)	
Make	Fisher & Paykel
Model	WAE22464AU Front Load Washer
Warranty	12 Month Warranty
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Dryer (Option)	
Make	Fisher & Paykel
Model	WTB86200AU
Warranty	12 Month Warranty
Contact	Michaels Appliances
Phone (Service/Faults)	(03) 9592 6400
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Air-conditioning:	
Make	Fujitsu
Model	Levels 1-10: ASYA12GACH Wall Mounted Levels 11-34: ASTG12LVCC Wall Mounted
Warranty	7 Years
Contact	Fujitsu Customer Service
Phone (Service/Faults)	1300 364 484
To use:	For detailed instructions, refer to the website www.thecarlsonapartments.com.au for the user's manual (Hutchinson Builders Apartment Operation and Maintenance Manual) which includes all instruction guides and warranty information.

Maintenance/Faults Outside the Warranty Period

At the end of the applicable warranty periods or Hutchinson Builders defects liability period (DLP), you will need to organise registered tradespeople to inspect and rectify any maintenance/faults in your apartment. Hutchinson Builders recommend you contact the service companies listed below to inspect.

Trade	Company Name	Contact Name	Contact Number
Electrical	ADJ Electrical	Raynor Pierce	0437 759 687
Mechanical & Air-conditioning	Insulpak Pty. Ltd.	Tim Holroyd	0414 561 296
Plumbing	All Systems Plumbing	Steven Ritsevski	0416 061 381
Stone & Splashbacks	T-Built Pty. Ltd.	Simon Dunlop	0410 429 442
Kitchens & Robes	T-Built Pty. Ltd.	Simon Dunlop	0410 429 442
Tiling	Vogue Tiling	Pino Da Lozzo	0417 771 222

Please refer to the Operation and Maintenance Manual found at www.thecarlsonapartments.com.au for further information and procedures regarding rectification processes and faults outside of warranty period.

Insurance & Damage to Apartments

The Owners Corporation has an Insurance Policy, which covers the Owners Corporation structure, common area fixtures and fittings, public liability, office bearers etc. The Owner's Corporation policy does not cover any damage to privately owned fixtures, fittings and furniture within Apartments. The public liability cover does not extend to cover the interior of any Apartment, Balcony, or Storage Lot. Bicycles are stored on common property at owner's risk.

It is the responsibility of Owners to arrange their own Contents and Public Liability insurance. Owners acting as landlords, Owner Occupiers and Tenants require an appropriate policy.

If a resident is responsible for damage caused to another apartment or lot or to common property, that resident may be liable for the cost of reinstatement. Owners should be aware that any damage caused by their tenant is the responsibility of the owner and appropriate recognition of the tenants' responsibility should be set out in lease documents.

If a landlord wishes to be noted on the Owners Corporation Insurance Policy, please contact the Owners Corporation Management (03 9862 3734) for further information regarding this. A small fee is charged for the notation which is the responsibility of each Owner to pay.

It is essential that Select OwnersCorp Management be advised immediately of any potential claim against the Owners Corporation Insurance and written details provided within 24 hours of the incident. Your claim will then be forwarded to the Owners Corporation Insurer for assessment.

Risk of Water Damage

Most water damage is caused by dishwashers, washing machines and overflowing basins.

Do not leave dishwashers or taps running when you are absent and turn off all washing machines and dishwashers if you are not occupying the property.

Leasing/Selling Procedures

Owner's Responsibilities

- The Owners Corporations Act 2006 requires all Owners to give Tenants of their apartment a copy of the rules of the Owners Corporation at the commencement of the Tenancy and a copy of any new rules as soon as possible after the new rules are made.

- The Owners Corporations Act requires all owners to comply with the Rules of the Owners Corporation and ensure their Tenants and guests do the same.

Estate Agent's Responsibilities

- No Real Estate Signage is permitted within or to the outside the building.

- Strict attention must be paid to the security of the building during inspections and auctions. A Real Estate Agent must be at the main entry, and must escort any prospective purchasers/ tenants through the building.

- Real Estate Agents MUST supervise all inspections of apartments either for sale or rent. Real Estate Agents must ensure that during inspections potential purchasers do not wander the premises unsupervised. If this occurs, your Real Estate Agent may be asked to leave the premises for security reasons.

- The Estate Agent must do everything to ensure the presentation of the apartment being offered for sale or lease is first class and no actions or advice be provided to outside parties that may be injurious or damaging to the reputation of the property.

- The Estate Agent must notify the Building Manager of an upcoming inspection or auction.

  It is to the benefit of all owners and tenants that these rules are adhered to, to ensure the security and integrity of the property is maintained.

Agents must ensure that they:

- Inform the Owners Corporation Manager of new Owners and Tenants.

- Incorporate a copy of this Manual in any lease document.

- Do not misrepresent the Special Rules or other information in this manual.

- Make the appropriate arrangements with the Building Manager regarding new residents moving in or out of the building.

- Obtain all keys, FOB's, etc. from tenants at the time of vacating the premises and that a copy of this Manual remains in the apartment.

- Advise the Building Manager or Owners Corporation Manager of any possible breach of security i.e. lost keys or FOB's.

Owners Corporation

What is an Owner's Corporation?

The Lot you have purchased is part of an Owners Corporation. Whenever a Plan of Subdivision creates common property, an Owners Corporation is responsible for managing the common property. A purchaser of a lot that is part of an Owners Corporation automatically becomes a member of the Owners Corporation when the transfer of that lot to the purchaser has been registered with Land Victoria.

If you buy into an Owners Corporation, you will be purchasing not only the individual property, but also ownership of, and the right to use, the Common Property as set out in this manual and the Plan of Subdivision.

This common property may include stairs, passages, lifts, lobbies and other facilities set up for use by Owners and Occupiers. In order to identify the boundary between the individual lot you are purchasing (for which the owner is solely responsible) and the Common Property (for which all members of the Owners Corporation are responsible), you should closely inspect the Plan of Subdivision (view at www.thecarlsonapartments.com.au).

How are decisions made by an Owners Corporation?

As an Owner, you will be required to make financial contributions to the Owners Corporation, in particular for the repair, maintenance and management of the Common Property. Decisions as to the management of this Common Property will be the subject of collective decision making at an Annual General Meeting. Decisions as to these financial contributions, which may involve significant expenditure, will be decided by a vote.

Owners Corporation Rules

The Owners Corporation rules may deal with matters such as noise, on-going maintenance, the appearance or use of lots, behaviour of Owners, residents or guests and grievance procedures.

You should look at the Owners Corporation rules to consider any restrictions imposed by the rules. A copy of the Owners Corporation rules is required to be provided to all residents as part of any lease agreement.

Lot Entitlement and Lot Liability

The Plan of Subdivision will also show your lot entitlement and lot liability. Lot liability represents the share of Owners Corporation expenses that each Lot Owner is required to pay. Lot entitlement is an Owner's share of ownership of the common property, which determines voting rights and insurance payout proportions.

Further Information

Select OwnersCorp Management are available on (03) 9862 3734 to answer any Owner queries in relation to The administration, facilities management, insurance or legislation associated with their financial investment in The Carlson Apartments.

Owners Corporation Rules

1. Health, Safety & Security

A lot owner or occupier must not use the lot, or permit it to be used, so as to cause a hazard to the health, safety and security of an owner, occupier, or user of another lot.

2. Storage of Flammable Liquids and Other Dangerous Substances and Materials

(a) Except with the approval in writing of the Owner's Corporation, an owner or occupier of a lot must not use or store on the lot or on the common property any flammable chemical, liquid or gas or any other flammable material.

(b) This rule does not apply to- Chemicals, liquids, gasses or other material used or intended to be used for domestic purposes.

3. Use of Common Property

A Member must not and must ensure that the occupier of a member's lot does not:

(a) Use the common property or the common facilities or permit the common property or the common facilities to be used in such a manner as to unreasonably interfere with or prevent its use by other members or occupants or lots of their families or visitors;

(b) Use or permit the common property or the common facilities to be used for any purpose other than that for which they were designed.

(c) Do or suffer to be done in or upon the common property or the common facilities any act, matter or thing that may render any insurance in respect of the building void or voidable or by reason of which the rate or premium of any such insurance may be liable to be increased;

(d) Use or permit any lot, the common property or common facilities to be used for any purpose which may be illegal or injurious to the reputation of the development or may cause a nuisance or hazard to any other member or occupier of any lot or the families or visitors of any such member or occupier;

(e) Create any noise or behave in a manner likely to interfere with the peaceful enjoyment of the proprietor or occupier of another lot or of any person lawfully using common property; or

(f) Obstruct the lawful use of common property by any person; or

(g) Make or permit to be made noise from music or machinery which may be heard outside the member's lot between the hours of 11.00pm and 8.00am; or

(h) Keep any animal on the common property or common facilities or within a lot.

(i) Store or keep waste or garbage other than in proper receptacles in an area specified for such purpose by the Owners Corporation

(j) Display any placard, advertisement or sign in or upon the member's lot or upon the common property unless the Owners Corporation first consents in writing and then only in accordance with the terms and conditions specified in such consent and subject to any requirements of the City of Melbourne; or

(k) Hang any clothes or other articles from or on the outside of a member's lot or upon the common property or on or from any balcony or window; or

(l) Permit any signage advertising a lot for sale or lease without the written consent of the Owners Corporation or Building manager; or

(m) Allow any balcony, terrace or garden area which forms part of any lot to become unkempt, overgrown or unsightly and that when watering or cleaning to ensure that minimal disturbance to other members and occupiers occurs; or

(n) Permit any bicycles to be stored other than in the areas of the common property designated by the Owners Corporation or its Building Manager for such purposes and fitted with bicycle racks; or

(o) A member or occupier of a lot when on common property (or if on any part of a lot so as to be visible from another lot or from common property) must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the proprietor or occupier of another lot or to any person lawfully using common property.

(p) A member or occupier of a lot must not smoke in the stairwells, lifts, foyers forming part of the common property or such other parts of the common property as the Owners Corporation or its Building Manager may designate from time to time.

i) A member or occupier of a lot must not permit disposal of cigarette butts or cigarette ash over balconies or windows.

(q) A member must or must ensure that the occupier of a member's lot will:

i) Use the common facilities strictly in accordance with the regulations governing such use which shall be made by the Owners Corporation from time to time;

ii) Keep all garbage and refuse within the member's lot in tidily secured containers and then place all garbage and refuse within the rubbish bins or chute ensuring that all garbage of a wet nature shall be appropriately strained and wrapped to prevent spillage and that any ashes, dust, cleaning refuse, scourings, broken glass, metal pieces and similar materials shall similarly be appropriately wrapped;

iii) Clear on each and every day the contents of the member's mail box and dispose of any unwanted items found therein in the bins provided for the disposal of waste/recycling.

4. Damage to Common Property

(a) A member, occupier or prospective occupier of a lot must provide notice a minimum of 48 hours accompanied with a bond, of an amount to be determined by the Owners Corporation from time to time, prior to moving any furniture or other articles likely to cause damage or obstruction through common property or limiting the use of a lift. Such notice must be lodged with the bond to the Owners Corporation or its Building Manager with the bond to be refunded within 48 hours of confirmation no damage was sustained in the process.

(b) A member or occupier of a lot shall compensate the Owners Corporation in respect of any damage to the common property or personal property vested in the Owners Corporation caused by that owner or occupier or their respective tenants, licenses or invitees.

5. Insurance

(a) A member or occupier or a lot must not without prior written consent of the Owners Corporation do or permit anything to be done which may invalidate, suspend or increase the premium for any insurance policy effected by the Owners Corporation.

(b) A member or occupier of a lot must not use or interfere with any fire safety equipment except in the case of an emergency and must not obstruct any fire stairs or fire escape.

(c) A member or occupier of a lot must ensure compliance with fire regulations in respect of the lot.

6. External Appearance

A member or occupier of a lot must not:

(a) Allow any glazed portions of the lot or the common property that surrounds the lot to be tinted or otherwise treated with the intention to change the visual characteristics.

(b) Without the prior written consent of the Owners Corporation erect or affix any sign or notice to any part of the common property unless first approved by the Owners Corporation provided that this rule does not apply to the Developer whilst he remains an owner of a lot.

(c) Install or permit the installation of any window furnishings that are viewable from outside the building other than in accordance with the Owners Corporation approved specifications including design and colour, which includes applied frosting or decals of the windows or any other such materials that may be applied. Refer to the User Manual for approved types and colours

(d) Allow the erection of any for sale or for lease for license or sub lease boards or signs of any description on the common property without prior written consent of the Owners Corporation provided that this rule does not apply to the Developer whilst he remains an owner of a lot. All proprietors/occupiers will comply with the approved signage specifications for size, style and installation locations as provided by the Manager.

(e) A member of a lot, which is the subject of a lease or license agreement, must take all reasonable steps, including any action available under the lease or license agreement, to ensure that any lessee or licenses of the lot and any invitees of that lessee or licensee comply with these rules.

7. Resident Lounge/ Terrace Area

The Level 19 Lounge and Terrace area (Events Area) is for the use by ALL residents and must be left in a clean and usable condition by the user at all times. All rubbish and waste is to be disposed of in the correct manner and all areas wiped clean prior to vacating the area.

The Gas Fireplace and Air-conditioning System must be switched off after use.

It is a requirement that the Events Area be booked for all formal functions through the building manager, for which a fee may be charged as determined by the Owners Corporation from time to time.

All visitors to the Events Area are to be accompanied by a resident at all times. Children under the age of 12 are to be under adult supervision at all times.

8. Change of Use Lots

A member or occupier of a Lot must not:

(a) Change the use of a Lot in a way that will affect the insurance premiums for the Owners Corporation or challenges the security of the building.

Example
If the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes.

(b) Allow the use of any Lot to be used for "short stay" accommodation.

(c) Allow overcrowding of persons within the Lot. No more than two persons per bedroom are permitted to reside within the Lot at any given time.

9. Behaviour of Persons

(a) A member or occupier of a lot must take all reasonable steps to ensure that guests of the member or occupier do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property.

(b) A member or an occupier of a lot is requested to report any nuisance, bad behaviour of others or damage caused to the property to the Owners Corporation or Building Manager.

10. Noise and Other Nuisance Control

(a) A member or occupier of a lot, or a guest of a member or occupier, must not unreasonably create any noise likely to interfere with the peaceful enjoyment of any other person entitled to use the common property.

(b) Sub-rule (1) does not apply to the making of a noise if the Owners Corporation has given written permission for the noise to be made.

11. Dispute Resolution

(a) The grievance procedure set out in this rule applies to disputes involving a lot owner, manager, or an occupier or the Owners Corporation.

(b) The party making the complaint must prepare a written statement in the approved form.

(c) If there is a grievance committee of the Owners Corporation, it must be notified of the dispute by the complainant.

(d) If there is no grievance committee, the Owners Corporation must be notified of any dispute by the complainant, regardless of whether the Owners Corporation is an immediate party to the dispute

(e) The parties to the dispute must meet and discuss the matter in dispute, along with either the grievance committee or the Owners Corporation, within 14 working days after the dispute comes to the attention of all the parties.

(f) A party to the dispute may appoint a person to act or appear on his or her behalf at the meeting.

(g) If the dispute is not resolved, the grievance committee or Owners Corporation must notify each party of his or her right to take further action under Part 10 of the Owners Corporation Act 2006.

(h) This process is separate from and does not limit any further action under Part 10 of the Owners Corporations Act 2006.

12. Pets

(a) The Owners Corporation has resolved that it is not appropriate for an animal or pet to be housed within a lot or on the common property.

(b) A member or occupier of a lot who is keeping an animal that is the subject of a notice under sub-rule 12 (a) must remove that animal.

(c) 12(a) and 12 (b) do not apply to an animal that assists a person with an impairment or disability.

13. Rubbish Disposal

(a) An owner or occupier must ensure that the disposal of garbage or waste does not adversely affect the health, hygiene or comfort of the occupiers or users of other lots. **All general household waste is to be disposed of in the correct manner and to the correct destinations via the rubbish chute provided at each level.**

Any other waste including cardboard boxes must be flattened and carried down to the ground floor bin room for collection.

(b) All hard rubbish items are the responsibility of the resident to dispose of in an appropriate manner. Any items left in the bin room or on common property will be removed and the cost of removal will be charged back to those responsible.

14. Management and Administration

(a) The Owners Corporation is to apply interest to overdue levies at the maximum rate permissible in accordance with Section 29 Owners Corporation Act 2006

(b) The Owners Corporation is authorised to engage in legal action via the Magistrates Court or other courts of competent jurisdiction as a means of collecting overdue fees and or charges owed to it from owners or any other person that may for whatever reason owe monies to the Owners Corporation for a period of 30 days from the due date.

(c) The member and/ or occupiers of lots 1104 and 1105 must allow, upon receiving reasonable notice of the date of the works, the Owners Corporation appointed window cleaning contractors all reasonable

access to the terraces of their lots for the purpose of cleaning the external windows of the building above and below that level.

15. VRV – Air Conditioning Maintenance

(a) The Owners Corporation is responsible for co-ordinating the repairs and maintenance on the VRV air-conditioning system situated at level 1 which services units 101-1005 inclusive.

(b) The costs associated with maintenance and repairs required to this system are to be charged back to the owners of units 101-1005 via a special levy as required.

16. Applications of Rules For Retail Lot – Lot 1R

(a) Notwithstanding, anything in these Rules, an owner or occupier of the Retail Lot may:

i) Use or store on the Retail Lot flammable chemicals, liquids or gases or other flammable materials in connection with the reasonable use of the lot;

ii) Make reasonable noise from music or machinery which may be heard outside the Retail Lot between the hours of 6.00am and 11.00pm;

iii) Allow glazed portions of the Retail Lot to be tinted or otherwise treated with the intent to change the visual characteristics;

iv) Affix any signs, placards or advertisements within the Retail Lot or upon the front and rear windows of the Retail Lot, or upon the permitted location of the drop sign affixed to the La Trobe Street canopy, provided that the owner or the occupier has obtained any approvals from the City of Melbourne, if required;

v) Erect for sale or for lease, for license or sub lease boards or signs of any description on the windows of the Retail Lot; and

vi) Change the use of the Retail Lot to another use without written approval from the Owner's Corporation, provided that the new use is a permitted use under a planning scheme and is approved by the City of Melbourne or any other applicable governing body (if required). If the insurance premiums for the Owner's Corporation increase as a direct result of the change is use, the owner of the Retail Lot will pay the amount of any additional insurance premiums.

(b) The owner or occupier of the Retail Lot is responsible for the insurance, maintenance and cleaning of the windows, inside and out, in the Retail Lot.

(c) Rule 3 (q) (ii) does not apply to the Retail Lot.

Occupation Health & Safety

Bayside Contracting (Building Manager) recognises its responsibility on behalf of the Owners Corporation for providing a safe and healthy workplace, and is committed to ensure that the health and safety of all Owners Corporation employees in the workplace are protected.

The primary focus of all activities within The Carlson Apartments at 315 La Trobe Street, Melbourne will be the provision of customer service excellence whilst balancing the management of occupational health and safety for all employees.

The goal for the Owners Corporation in occupational health and safety is the pro-active prevention of work related injuries and illnesses, and the development and promotion of safe systems of work.

The Owners Corporation must acknowledge that the active cooperation of all employees is required for ensuring a safe and healthy working environment. Consequently, Bayside Contracting as the appointed Building Manager of The Carlson Apartments is committed to a consultative approach to occupational health and safety.

All employees are expected to contribute to the improvement of health and safety within the workplace. All employees will help facilitate cooperation on health and safety issues and will assist in implementing measures designed to ensure the health and safety of all employees.

To achieve and maintain a standard of excellence in the management of occupational health and safety:

Management will, where required and when practical:

- Ensure safe and healthy working conditions.
- Provide and maintain suitable equipment.
- Establish safe and healthy work practices.
- Ensure all employees are properly instructed and supervised.

Employees will:

- Observe health and safety practices and procedures.
- Maintain safe conduct in the performance of their work.
- Wear protective clothing and equipment as required.
- Report any health and safety problems.

The commitment of Bayside Contracting to the occupational health and safety of the Owners Corporation's employees is as important as its commitment to other business objectives. This policy will be regularly reviewed in the context of legislation and company changes.

The Carlson Apartments

Indemnity Form

Your removalist will be required to fill out the following form. This is to ensure that any damage done to common property during your move is rectified at the expense of the removalist or the occupant moving in/out.

I/We ..... From .....
(Employee) (Company Name)

I/We ..... Moving in/out of .....
(Occupant) (Apartment Number)

Undertake to all due care and diligence during the moving process.

Further, the Company/Occupant agrees to reimburse the Owners Corporation of 'The Carlson Apartments' any expense incurred by them in reinstating to original condition any surface or item which may become damaged or marked by the Company's/Occupant's actions.

In this regard, inspections will be carried out by the owners Building Manager both prior to and following the subject move.

Should you disagree with the assessment made by the Building Manager, your immediate response will be required. Failure to respond immediately will result in all further rights of appeal being forfeited.

Condition Report:

PRIOR TO MOVE		AFTER MOVE	
Item	**Description**	**Item**	**Description**
Glass Doors		Glass Doors	
Stairs		Stairs	
Floors		Floors	
Walls		Walls	
Lifts		Lifts	
Carpet		Carpet	
Other		Other	
Date:		Date:	
Employee's Signature on behalf of Company: ..... Owner/Occupant:		Employee's Signature on behalf of Company: ..... Owner/Occupant:	

The Carlson Apartments

FOB & Key Ordering Form

Step 1 – Fill in your details

Name: ……

Address: ……

……

Phone: ……

Email: ……

Are you: Tenant Agent Owner

(Please circle)

NOTE:

Tenants are to attach a copy of their signed lease agreement to this order form.

Agents are to attach a letter from the owner.

Signed : …… Date: ……

Step 2 - Please indicate Apartment number and quantity of fobs / keys:

Apartment Number: ……

Apartment Key: ……

FOB's: ……

Please call me when the fob/key are ready to be collected: Yes / No (please circle)

Please deliver to: ……

Step 3 – Deliver or email this form and any other required documents to emilys@selectocm.com.au.
Upon receipt you will be notified of the applicable cost and method for your prepayment.

The Carlson Apartments

Apartment Maintenance Request Form

Date of request: .....

Name: .....

Address: .....

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Contact Person: .....

Phone: .....

Email: .....

Description of Maintenance Item:

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Item Completed:

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Please complete all details on this form and return to:
Hutchinson Builders Pty Ltd
Email: jferos@hutchinsonbuilders.com.au

The Carlson Apartments

Common Area Maintenance Request Form

Date of request: ……

Name: ……

Address: ……

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Contact Person: ……

Phone: ……

Email: ……

Description of Maintenance Item:

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Item Completed:

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Please complete all details on this form and return to:
Hutchinson Builders Pty Ltd
Email: jferos@hutchinsonbuilders.com.au

HUTCHINSON BUILDERS
Established 1912

THE CARLSON MELBOURNE

The Carlson Apartments

Allocated Street Numbering

Plan No.	Lot No.	Building Sub Unit HSA_FLAG (Y or N)	Building Sub Unit Type	Building Sub Unit Prefix 1st	Building Sub Unit No. 1	Building Sub Unit Suffix 1st	House No. 1	House No. Suffix 1st	Road Name	Road Type	Road Suffix	Locality
PS646787B	1R						321		La Trobe	Street		Melbourne
PS646787B	101		Unit		101		315		La Trobe	Street		Melbourne
PS646787B	102		Unit		102		315		La Trobe	Street		Melbourne
PS646787B	103		Unit		103		315		La Trobe	Street		Melbourne
PS646787B	201		Unit		201		315		La Trobe	Street		Melbourne
PS646787B	202		Unit		202		315		La Trobe	Street		Melbourne
PS646787B	203		Unit		203		315		La Trobe	Street		Melbourne
PS646787B	204		Unit		204		315		La Trobe	Street		Melbourne
PS646787B	205		Unit		205		315		La Trobe	Street		Melbourne
PS646787B	301		Unit		301		315		La Trobe	Street		Melbourne
PS646787B	302		Unit		302		315		La Trobe	Street		Melbourne
PS646787B	303		Unit		303		315		La Trobe	Street		Melbourne
PS646787B	304		Unit		304		315		La Trobe	Street		Melbourne
PS646787B	305		Unit		305		315		La Trobe	Street		Melbourne
PS646787B	401		Unit		401		315		La Trobe	Street		Melbourne
PS646787B	402		Unit		402		315		La Trobe	Street		Melbourne
PS646787B	403		Unit		403		315		La Trobe	Street		Melbourne
PS646787B	404		Unit		404		315		La Trobe	Street		Melbourne
PS646787B	405		Unit		405		315		La Trobe	Street		Melbourne
PS646787B	501		Unit		501		315		La Trobe	Street		Melbourne
PS646787B	502		Unit		502		315		La Trobe	Street		Melbourne
PS646787B	503		Unit		503		315		La Trobe	Street		Melbourne
PS646787B	504		Unit		504		315		La Trobe	Street		Melbourne
PS646787B	505		Unit		505		315		La Trobe	Street		Melbourne
PS646787B	601		Unit		601		315		La Trobe	Street		Melbourne
PS646787B	602		Unit		602		315		La Trobe	Street		Melbourne
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PS646787B	805		Unit		805		315		La Trobe	Street		Melbourne
PS646787B	901		Unit		901		315		La Trobe	Street		Melbourne
PS646787B	902		Unit		902		315		La Trobe	Street		Melbourne
PS646787B	903		Unit		903		315		La Trobe	Street		Melbourne
PS646787B	904		Unit		904		315		La Trobe	Street		Melbourne
PS646787B	905		Unit		905		315		La Trobe	Street		Melbourne
PS646787B	1001		Unit		1001		315		La Trobe	Street		Melbourne
PS646787B	1002		Unit		1002		315		La Trobe	Street		Melbourne
PS646787B	1003		Unit		1003		315		La Trobe	Street		Melbourne
PS646787B	1004		Unit		1004		315		La Trobe	Street		Melbourne
PS646787B	1005		Unit		1005		315		La Trobe	Street		Melbourne
PS646787B	1101		Unit		1101		315		La Trobe	Street		Melbourne
PS646787B	1102		Unit		1102		315		La Trobe	Street		Melbourne
PS646787B	1103		Unit		1103		315		La Trobe	Street		Melbourne

HUTCHINSON BUILDERS
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THE CARLSON MELBOURNE

The Carlson Apartments

Allocated Street Numbering

PS646787B	1104		Unit		1104		315		La Trobe	Street		Melbourne
PS646787B	1105		Unit		1105		315		La Trobe	Street		Melbourne
PS646787B	1201		Unit		1201		315		La Trobe	Street		Melbourne
PS646787B	1202		Unit		1202		315		La Trobe	Street		Melbourne
PS646787B	1203		Unit		1203		315		La Trobe	Street		Melbourne
PS646787B	1204		Unit		1204		315		La Trobe	Street		Melbourne
PS646787B	1205		Unit		1205		315		La Trobe	Street		Melbourne
PS646787B	1301		Unit		1301		315		La Trobe	Street		Melbourne
PS646787B	1302		Unit		1302		315		La Trobe	Street		Melbourne
PS646787B	1303		Unit		1303		315		La Trobe	Street		Melbourne
PS646787B	1304		Unit		1304		315		La Trobe	Street		Melbourne
PS646787B	1305		Unit		1305		315		La Trobe	Street		Melbourne
PS646787B	1401		Unit		1401		315		La Trobe	Street		Melbourne
PS646787B	1402		Unit		1402		315		La Trobe	Street		Melbourne
PS646787B	1403		Unit		1403		315		La Trobe	Street		Melbourne
PS646787B	1404		Unit		1404		315		La Trobe	Street		Melbourne
PS646787B	1405		Unit		1405		315		La Trobe	Street		Melbourne
PS646787B	1501		Unit		1501		315		La Trobe	Street		Melbourne
PS646787B	1502		Unit		1502		315		La Trobe	Street		Melbourne
PS646787B	1503		Unit		1503		315		La Trobe	Street		Melbourne
PS646787B	1504		Unit		1504		315		La Trobe	Street		Melbourne
PS646787B	1505		Unit		1505		315		La Trobe	Street		Melbourne
PS646787B	1601		Unit		1601		315		La Trobe	Street		Melbourne
PS646787B	1602		Unit		1602		315		La Trobe	Street		Melbourne
PS646787B	1603		Unit		1603		315		La Trobe	Street		Melbourne
PS646787B	1604		Unit		1604		315		La Trobe	Street		Melbourne
PS646787B	1605		Unit		1605		315		La Trobe	Street		Melbourne
PS646787B	1701		Unit		1701		315		La Trobe	Street		Melbourne
PS646787B	1702		Unit		1702		315		La Trobe	Street		Melbourne
PS646787B	1703		Unit		1703		315		La Trobe	Street		Melbourne
PS646787B	1704		Unit		1704		315		La Trobe	Street		Melbourne
PS646787B	1705		Unit		1705		315		La Trobe	Street		Melbourne
PS646787B	1801		Unit		1801		315		La Trobe	Street		Melbourne
PS646787B	1802		Unit		1802		315		La Trobe	Street		Melbourne
PS646787B	1803		Unit		1803		315		La Trobe	Street		Melbourne
PS646787B	1804		Unit		1804		315		La Trobe	Street		Melbourne
PS646787B	1805		Unit		1805		315		La Trobe	Street		Melbourne
PS646787B	1901		Unit		1901		315		La Trobe	Street		Melbourne
PS646787B	1902		Unit		1902		315		La Trobe	Street		Melbourne
PS646787B	2001		Unit		2001		315		La Trobe	Street		Melbourne
PS646787B	2002		Unit		2002		315		La Trobe	Street		Melbourne
PS646787B	2003		Unit		2003		315		La Trobe	Street		Melbourne
PS646787B	2004		Unit		2004		315		La Trobe	Street		Melbourne
PS646787B	2101		Unit		2101		315		La Trobe	Street		Melbourne
PS646787B	2102		Unit		2102		315		La Trobe	Street		Melbourne
PS646787B	2103		Unit		2103		315		La Trobe	Street		Melbourne
PS646787B	2104		Unit		2104		315		La Trobe	Street		Melbourne
PS646787B	2201		Unit		2201		315		La Trobe	Street		Melbourne
PS646787B	2202		Unit		2202		315		La Trobe	Street		Melbourne
PS646787B	2203		Unit		2203		315		La Trobe	Street		Melbourne
PS646787B	2204		Unit		2204		315		La Trobe	Street		Melbourne
PS646787B	2301		Unit		2301		315		La Trobe	Street		Melbourne
PS646787B	2302		Unit		2302		315		La Trobe	Street		Melbourne
PS646787B	2303		Unit		2303		315		La Trobe	Street		Melbourne
PS646787B	2304		Unit		2304		315		La Trobe	Street		Melbourne
PS646787B	2401		Unit		2401		315		La Trobe	Street		Melbourne

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Allocated Street Numbering

PS646787B	2402		Unit		2402		315		La Trobe	Street		Melbourne
PS646787B	2403		Unit		2403		315		La Trobe	Street		Melbourne
PS646787B	2404		Unit		2404		315		La Trobe	Street		Melbourne
PS646787B	2501		Unit		2501		315		La Trobe	Street		Melbourne
PS646787B	2502		Unit		2502		315		La Trobe	Street		Melbourne
PS646787B	2503		Unit		2503		315		La Trobe	Street		Melbourne
PS646787B	2504		Unit		2504		315		La Trobe	Street		Melbourne
PS646787B	2601		Unit		2601		315		La Trobe	Street		Melbourne
PS646787B	2602		Unit		2602		315		La Trobe	Street		Melbourne
PS646787B	2603		Unit		2603		315		La Trobe	Street		Melbourne
PS646787B	2604		Unit		2604		315		La Trobe	Street		Melbourne
PS646787B	2701		Unit		2701		315		La Trobe	Street		Melbourne
PS646787B	2702		Unit		2702		315		La Trobe	Street		Melbourne
PS646787B	2703		Unit		2703		315		La Trobe	Street		Melbourne
PS646787B	2704		Unit		2704		315		La Trobe	Street		Melbourne
PS646787B	2801		Unit		2801		315		La Trobe	Street		Melbourne
PS646787B	2802		Unit		2802		315		La Trobe	Street		Melbourne
PS646787B	2803		Unit		2803		315		La Trobe	Street		Melbourne
PS646787B	2804		Unit		2804		315		La Trobe	Street		Melbourne
PS646787B	2901		Unit		2901		315		La Trobe	Street		Melbourne
PS646787B	2902		Unit		2902		315		La Trobe	Street		Melbourne
PS646787B	2903		Unit		2903		315		La Trobe	Street		Melbourne
PS646787B	2904		Unit		2904		315		La Trobe	Street		Melbourne
PS646787B	3001		Unit		3001		315		La Trobe	Street		Melbourne
PS646787B	3002		Unit		3002		315		La Trobe	Street		Melbourne
PS646787B	3003		Unit		3003		315		La Trobe	Street		Melbourne
PS646787B	3004		Unit		3004		315		La Trobe	Street		Melbourne
PS646787B	3101		Unit		3101		315		La Trobe	Street		Melbourne
PS646787B	3102		Unit		3102		315		La Trobe	Street		Melbourne
PS646787B	3103		Unit		3103		315		La Trobe	Street		Melbourne
PS646787B	3104		Unit		3104		315		La Trobe	Street		Melbourne
PS646787B	3201		Unit		3201		315		La Trobe	Street		Melbourne
PS646787B	3202		Unit		3202		315		La Trobe	Street		Melbourne
PS646787B	3203		Unit		3203		315		La Trobe	Street		Melbourne
PS646787B	3204		Unit		3204		315		La Trobe	Street		Melbourne
PS646787B	3301		Unit		3301		315		La Trobe	Street		Melbourne
PS646787B	3302		Unit		3302		315		La Trobe	Street		Melbourne
PS646787B	3303		Unit		3303		315		La Trobe	Street		Melbourne
PS646787B	3304		Unit		3304		315		La Trobe	Street		Melbourne
PS646787B	3401		Unit		3401		315		La Trobe	Street		Melbourne
PS646787B	3402		Unit		3402		315		La Trobe	Street		Melbourne
PS646787B	3403		Unit		3403		315		La Trobe	Street		Melbourne
PS646787B	3404		Unit		3404		315		La Trobe	Street		Melbourne